



## CHIEF FINANCIAL OFFICER

Job Code: 1101

EEO Class Code: Official / Administrator

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o024

### NATURE OF WORK

This is highly responsible management and complex professional administrative work planning, organizing, staffing, directing, and controlling the activities of the City's Finance Department and developing, implementing, monitoring and analyzing the City's financial condition to provide information to analyze, guide and assist in the decision making process of senior management.

The employee in this classification is responsible for directing the operation of the Revenue Division which bills and collects over \$40 million in various taxes, fees and user charges annually. Emphasis of the work is on the revenue enhancement and cost effective collection techniques to maximize the return to the City. This division has a high amount of internal contact coordinating various collections and also a high level of public contact in collecting amounts due the City. Emphasis of the work is in the analysis of current operating performance and financial trends to monitor the City's current status and direction. Other responsibilities of the position include the direction of the areas of Accounting, Pension and Debt Management, liaison with the independent accountants and contact point with the financial community

### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Oversees the operation of the Department to achieve accurate and timely billings and collections, appropriate levels of risk retention, accurate and timely preparation of budgets, budgeting and financial operating reports, and expedition of payment of bills and claims due from the City
- Meets with members of the public and City staff on matters of financial interest
- Analyzes and monitors the outstanding and proposed long term debt to produce the lowest borrowing cost to the City
- Structures financing plans
- Serves as liaison between the banking and financial community and the City meeting with attorneys and investment bankers and managers and participating in the preparation of legal documents
- Composes City's Annual Financial Report in cooperation with external auditors
- Oversees the preparation and dissemination of internal financial information for operations and projects
- Serves as a Special Master in Resort Tax disputes
- Prepares presentations for the City Commission and the general public and prepares documents supporting the City Commission Agenda
- Researches and expedites replies to and the resolution of citizen, departmental, managerial, or Commission inquiries and complaints
- Communicates with state lobbyists and members of the legislature regarding desired changes in legislation at the State and Federal level
- Makes decisions regarding the hiring, discipline, and promotion of subordinates
- Reviews performance reports and/or rates subordinate performance
- Exercises authority for departmental personnel actions consistent with collective bargaining agreements, City personnel rules, and other applicable rules and regulations
- Performs related tasks and administers related projects as required

### KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of current theories, literature, resources, methodologies and pronouncements in the fields of accounting and operational analysis.
- Extensive knowledge in the administration of Pension Funds.

- Thorough knowledge of the principles and practices of public and business administration, and management by objectives
- Thorough knowledge of the investment types and practices in the cash management area
- Thorough knowledge of the policies and procedures of departmental budget preparation, justification, monitoring, analysis, and reporting
- Thorough knowledge of supervisory principles and practices
- Ability to balance demand with limited resources in providing effective, efficient, and economical accounting, paying, billing, and collection services to City departments
- Ability to supervise, plan, direct, and coordinate the work of professional and clerical employees in the implementation of internal controls and operational policies and procedures
- Ability to identify problem areas, analyze and recommend solutions regarding the efficiency and effectiveness of departmental operations
- Ability to disseminate effective advice regarding the identification of potential problem areas and the formulation, implementation, and attainment of organizational and departmental goals and objectives in a manner which maximizes efficiency and effective utilization of resources
- Ability to establish and maintain effective working relationships with City officials, other employees, professional groups, vendors, and the general public
- Ability to communicate clearly and concisely, both verbally and in writing, to individuals and to groups
- Ability to plan, organize, and supervise, through various levels of subordinates, the work of all departmental employees in a manner conducive to full performance and high morale

## MINIMUM REQUIREMENTS

- Bachelor of Business Administration (BBA) degree in Accounting, Finance, or a related field
- Five (5) years progressively responsible financial management experience with a minimum of three (3) years in a supervisory capacity
- Additional related experience may substitute for education on a year-for-year basis
- Thorough knowledge of all aspects of municipal financial operations
- **DESIRE:** MBA and/or CPA and/or CGFO

## PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- No significant standing, walking, moving, climbing, carrying, bending, kneeling
- Some crawling, reaching, handling, sitting, standing, pushing, and pulling

## SUPERVISION RECEIVED

- General and specific assignments are received from the City Manager
- Work is performed with little direct supervision and with extensive latitude for the use of independent judgment
- General direction is received from the senior management for adherence to City policies and attainment of desired goals and objectives through personal conferences and review of reports of operations

## SUPERVISION EXERCISED

- Supervision is exercised through various levels of subordinates over a variety of technical, professional, administrative, specialized, and clerical employees with assigned responsibilities in various phases of departmental operations